



COMPTROLLER

UNDER SECRETARY OF DEFENSE  
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JUL 29 1997

MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE  
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INFO COPY: SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF

SUBJECT: Addendum to Management Reform Memorandum #2 -- Moving to a Paper-free  
Contracting Process by January 1, 2000

Management Reform Memorandum #2 cited the need to simplify and modernize our acquisition process in the area of contract writing, administration, finance and auditing.

After further review, it has been determined that in order to achieve successful implementation in this area, the logistics community needs to be included in this effort. Therefore, through this addendum, I am now asking that a plan be developed to move to a totally paper-free acquisition process.

The paper-free acquisition process coincides with the Department's corporate goal of digital operations for acquisition management and life cycle integrated information. The paper-free plan will define a process whereby electronic information can be managed, accessed, and shared by all users.

John J. Hamre